

**From:** [REDACTED] (ACF) (CTR)  
**Sent:** 7 Jul 2018 00:03:48 +0000  
**To:** De LA Cruz, James (ACF)  
**Cc:** [REDACTED] (ACF)  
**Subject:** compiled guidance on separated minors  
**Attachments:** Fact Sheet Regarding Separated Minors.docx

Hi Jim,

[REDACTED] and I have been compiling all of the guidance we've received via email, from conference calls, and from the staff members in the field regarding separated minors. Please find attached a fact sheet we created with all of guidance to date. I hope you find it useful! Please let us know if you need anything else.

Thanks,

[REDACTED]  
Contract Field Specialist  
General Dynamics Information Technology  
Division of Unaccompanied Children Operations  
Office of Refugee Resettlement  
Miami, FL

(b)(6)

[REDACTED]@acf.hhs.gov

## Fact Sheet: Separated Minors in ORR Care

### Court-ordered deadlines:

- All separated minors 0-4 at the time of the court order must be reunited by July 10<sup>th</sup>
- All separated minors 5 and up must be reunited by July 26<sup>th</sup>
  
- Guidance Regarding Detention Centers with ORR/ PHS Staff
  - FFS/ PHS staff are located in the following detention centers: Port Isabel, Eloy, Otero, Folkston, and Irwin.
    - They will be assisting in conducting phone calls between detained parents/ minors, completing sponsor assessments, completing letters of designations, and completing FRPs with the detained parents. If you have a minor at these facilities, you should be receiving phone calls/ documents to the 2 names you provided to HQ and/ or you should be seeing documents for these minors being uploaded to their Portal files.
    - You should wait until these documents are provided to you and ensure that the minors are having their 10-minute phone calls a week with their parents.
  
- Guidance Regarding Reunification Process with Separated Parents
  - For separated/detained parents who would like to be repatriated with their children:
    - Must open Sponsor Tab with separated parent's information. Include the detention center's address where parent is being held, if you do not have it then include the ORR HQ building address
    - Must complete Sponsor Assessment
    - Must complete FRP
    - Must conduct one 10 minute phone call a week between parent and minor
    - Must send email to FFS, CFS to contact FOJC for ORR to work with ICE to attempt to obtain background check
    - Must obtain DNA test or consulate authentication of birth certificates
  - For separated parents who were released from detention and would like to sponsor their children:
    - If a separated parent was released from detention and would like to sponsor their child, they do not need to obtain fingerprint results if you are provided with the background check results from ICE.
    - All of other normal procedures remain in place for reunification.
    - ORR will accept bond documents that have an address listed as well as DHS and EOIR change of address documents as proof of address
    - The discharged separated parents are part of the class, so the separated children must be reunited by the court-imposed deadlines, unless there is a safety issue. If we have a TVPRA HS concern that is unrelated to a safety issue with the parent (such as the child is disabled) please elevate those cases ASAP
  
- Guidance for Separated/ Detained parents who would like their children to be sponsored by someone in the U.S.
  - Must obtain a letter of designation from detained parent (preferable notarized, but not required)

- Complete regular reunification process with sponsor in U.S.
  - Ensure minor is obtaining 10 minute phone call per week with detained parent
- Guidance on DNA Testing
  - All of the separated children will be swabbed for DNA matches with their parents
  - Children undergoing DNA testing need to have a document indicating their: name, A#, Picture of child, DOB, Family unit number (the number on the Portal that indicates that they are in a family group)
  - DNA kits will be sent to programs with separated children 0-4 on Week of July 2<sup>nd</sup> and DNA kits will be sent to programs with separated children 5 and up on week of July 9<sup>th</sup>
  - Children can be released with either a DNA swab or a consulate verification of BCs – whichever comes first
- Guidance on Consulates
  - If consulates are requesting data regarding separated minors, their embassies must make these requests to [REDACTED] and [REDACTED]